



**POSITION VACANCY ANNOUNCEMENT
UNIVERSITY OF CALIFORNIA
Cooperative Extension Madera County**

POSITION: Program Representative (PR II)

REQUISITION NUMBER: 20130602

CLOSING DATE: For full consideration, apply by midnight, December 19, 2013.

HIRING SALARY: \$34,668 annually, plus excellent benefits. 100% position.

LOCATION: University of California Cooperative Extension
328 S. Madera Ave.
Madera, CA 93637
<http://ucanr.org/sites/>

PURPOSE:

The UC ANR 4-H Youth Development Program is a statewide program delivered at the local county level. This position will provide coordination for the Madera County 4-H program. The program representative will recruit, orient and provide ongoing assistance to 4-H Volunteer Leaders, parents and youth. This program representative is responsible for the training and education of 4-H volunteers in positive youth development methods and supporting project curriculum. The program representative will work to promote 4-H, strengthen existing clubs and support the development of new clubs. The program representative will become knowledgeable about 4-H policies and will assist volunteer leaders with the implementation of UC, 4-H and other applicable policies. To enhance youth development experiences, the program representative will promote youth development practices. The 4-H Program Representative will serve as the 4-H staff liaison with volunteer leadership groups including 4-H County and Sectional Councils. This position includes program planning, development and oversight of 4-H program activities and events.

The program representative will create fiscal reports and monitoring compliance of 4-H enrollments; process facility use agreements; and in collaboration with 4-H advisor, conduct evaluation to measure program effectiveness.

Position will handle day to day office inquiries and provide general program and procedural assistance.

ESSENTIAL FUNCTIONS:

- Activities include oversight and management of the club program activities, working with a cadre of volunteers, monitoring program compliance in line with University Policies and Procedures.
- Provide mandated orientation for 4-H leaders and provide additional training, follow up, and guidance to assist leaders in developing and maintaining a successful 4-H club.
- Coordinate training opportunities and develop and disseminate training outlines and handouts.
- Provide guidance to leaders in managing policy and procedure violations and interpersonal issues that interfere with the program.
- Participate with Madera 4-H County Council and liaison between UCCE and 4-H County Council within Madera County.

- Work with vendors as needed to resolve problems.

SKILLS, KNOWLEDGE, AND ABILITY:

Essential:

- Experience teaching and working with a diverse youth, adult, and volunteer audience in a community or educational setting.
- Experience with Positive Youth Development methods.
- Experience managing volunteers.
- Computer literacy and experience in the use of Microsoft Office programs (MS Word, Excel, Publisher etc.) and social media outlets.
- Customer Service oriented.
- Oral and written communication skills to interact professionally and effectively in person, on the telephone, and via email, with a diverse group of staff, students and clientele in a collaborative team environment
- Writing, editing and proofreading skills to prepare a variety of correspondence, reports and written procedures.
- Organizational and problem solving skills to perform multiple tasks and maintaining workflow.

Preferred:

- Marketing, advertising, or program planning and recruitment experience.
- An interest in and knowledge of hands-on projects typical of 4-H included but not limited to animals, pets, home economics, sciences, life skills, or other 4-H project topics.
- Experience with and understanding of DaFIS Transaction Processing and DaFIS Decision Support. Ability to track DaFIS TP entries and prepare reports from DaFIS Decision Support. Knowledge of and experience with DaFIS account structure.
- Experience with accounting and financial budgeting; research, compile, analyze, and summarize information; create spreadsheets and databases; draft reports and display data effectively; enter and update data using an online financial system.
- Bilingual; fluency in Spanish.
- Familiarity with communities in Madera County and especially with 4-H program activities.
- Supervisory and training experience.

Qualified candidates must apply online at: CATS - UC Office of the President Classification/Applicant Tracking System. Cover letter, resume, and complete application must be received by midnight on December 19, 2013 for full consideration. Application Instructions: <http://cefresno.ucdavis.edu/Employment/>

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